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# SECTION V

Report Printing and Budget

Submission Information



## OVERVIEW

With the completion of agency budget request input, agencies will need to print the official reports and compile them for the budget submission. The illustrations on the previous pages have included copies of input screens in some instances and copies of reports in other cases. The official submission will be made up of reports.

**Reports** differ from **input screens** for the operating budget request. “What you see” on an input screen will be different from “what you get” when you produce one of the reports for the formal budget submission. Whereas it is possible to print from your screen as you are entering data (which will give you a kind of “quick report”), you will use the “Report” menu on the budget request system to produce reports for your budget request.

Summaries are included below which display the names of each of the budget reports which you will need for your official submission.

### Operating Reports — Naming Convention

The Budget Request input, entered at the sub-program level, is the basis for most of the operating budget request. To display the request information, there are two basic reporting forms. These include the Continuation and Adjusted Budget Request and the Actual and Continuation Budget Request. The same information at the program and subprogram levels uses the familiar 100 and 101 names to identify these reports, but simply designates with an A, P, or SP whether the report is at the Agency, Program, or Sub-program level.

The Personal Services Form is called the Report 10-SP (sub-program). With information included in the budget system, this input also produces the bargaining unit summary, now called the Report 103-A.

To display budget adjustment requests, the Budget Adjustment numerical request is shown on the Report 101-SP-BA, with personal service detail on the Report 10-SP-BA.

Narrative forms continue to use the “70” designation, with the agency, program/sub-program, or budget adjustment notation added. The Fund Analysis Report kept its number and is called Report 102-A.

Capital construction reports use the “60” numerical designation and add the letter “R” to denote “Request and Financing”, “N” to denote “Narrative.” The “S” designates a summary form in the capital request reports, and “All” is the summary designation for the 309 reports.

### Report Names and Information

The tables below provide information about the names of both operating and capital construction/building renewal request reports.

## Operating Budget Reports

### *Agency Level Reports*

<u>Name</u>	<u>Description</u>	<u>Number of copies needed</u>
Report 70-A	Agency Narrative	3 (4 for Higher Education)
Report 100-A	Continuation and Adjusted Budget Request - Agency Totals	3 (4 for Higher Education)
Report 101-A	Actual and Continuation Budget Request - Agency Totals	3 (4 for Higher Education)
Report 102-A	Fund Analysis - Agency Level	3 (4 for Higher Education)
Report 103-A	Bargaining Unit Summary - Agency Level	3 (4 for Higher Education)

### **Print Options - Agency Level Reports**

Print each report individually  
Print entire set of agency level summary reports

***Program Level Reports***

<b><u>Name</u></b>	<b><u>Description</u></b>	<b><u>Number of copies needed</u></b>
Report 70-P	Program Narrative	3 copies for each program (4 for Higher Education)
Report 100-P	Continuation and Adjusted Budget Request - Program Totals	3 copies for each program (4 for Higher Education)
Report 101-P	Actual and Continuation Budget Request - Program Totals	3 copies for each program (4 for Higher Education)

**Print Options - Program Level Reports**

Print each report individually  
Print entire set of reports for one program  
Print entire set of reports for all programs

***Sub-program Level Reports***

<b><u>Name</u></b>	<b><u>Description</u></b>	<b><u>Number of copies needed</u></b>
Report 101-SP Major	Actual and Continuation Budget Request - Sub-program Level - Major Account	1 copy for each sub-program
Report 101-SP Minor	Actual and Continuation Budget Request - Sub-program Level - Minor Account	2 copies for each sub-program (3 for Higher Education)
Report 10-SP	Personal Services Report	3 copies for each sub-program (4 for Higher Education)

**Print Options**

Print each report individually  
Print entire set of reports for a single sub-program  
Print entire set of reports for all sub-programs in a single program  
Print all program and all sub-program reports

***Sub-program Level Reports - Adjusted Request***

<u>Name</u>	<u>Description</u>	<u>Number of copies needed</u>
Report 70-BA	Budget Adjustment Narrative	3 copies for each sub-program (4 for Higher Education)
Report 101-SP-BA	Budget Adjustment Request Detail	3 copies for each sub-program (4 for Higher Education)
Report 10-SP-BA	Budget Adjustment Personal Services	3 copies of each sub-program (4 for Higher Education)

**Print Options - Sub-program Level Reports - Adjusted Request**

- Print each report individually
- Print entire set for a single sub-program
- Print entire set for all sub-programs in a single program

**Capital Construction and Building  
Renewal Budget Requests**

For the capital construction reports, unlike the operating budget, the screen input **DOES** constitute the report, or “What you see is what you get.” You may print the input screen you are viewing by using the print icon. However, in order to consecutively number the capital construction reports for final submission you must print Capital Construction/Building Renewal Reports from the Report Menu, Budget Submission Reports option.

The table below indicates the names of the Capital Construction and Building Renewal Budget screens/reports. The purpose for the form is denoted, and there is an indication of the forms which need to be printed for the final submission of the budget request.

<u>Screen (Form) Name/Tab</u>	<u>Purpose</u>	<u>Print for Budget Request Document</u>
<i>Capital Construction Reaffirmations (60-R)</i> Projects and Financing Tab	Provides reaffirmation financial request information	Yes
Narrative Tab	Provides explanation of any changes in projects to be reaffirmed	Yes

<u>Screen (Form) Name/Tab</u>	<u>Purpose</u>	<u>Print for Budget Request Document</u>
<i>Building Renewal Request (309)</i>		
Request Tab - Project	Provides Building Renewal financial request information by project and each project's priority	Yes
Narrative Tab - Project	Provides explanation by project	Yes
Request Tab - Building	Provides summary of all projects in one building	No
Request Tab - <u>All</u> Buildings	Provides summary of all projects on all buildings (formerly 309S form)	Yes
<i>Capital Construction Project Request (60)</i>		
Request Tab - Project <sup>1</sup>	Provides Capital Construction Request expenditure information by project	Yes
Financing Tab - Project <sup>1</sup>	Provides Capital Construction Request funding information by project	Yes
Narrative Tab - Project <sup>1</sup>	Explains the major elements and cash-flow of the project	Yes
Request Tab - All Programs/ All Buildings	Provides a summary of expenditures requested for all programs and all buildings	No
Financing Tab - All Programs/ All Buildings	Provides a summary of funding requested for all programs and all buildings	No
<i>Capital Construction Request (60-S)</i>		
Request Tab - All Buildings	Provides summary expenditure information for all Capital Construction and Building Renewal projects, all with priorities	Yes
Financing Tab - All Buildings	Provides summary financing information for all Capital Construction and Building Renewal projects	Yes
Narrative Tab - All Buildings	Provides background and explanation of overall agency Capital Construction and Building Renewal priorities	Yes

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<sup>1</sup> In most agencies, in most cases, a program (and program #) is synonymous with a project on this form. However, in a few cases, multiple projects may be contained in one program. In the latter case, consult the DAS—Budget Division before beginning to complete the request.

<u>Screen (Form) Name/Tab</u>	<u>Purpose</u>	<u>Print for Budget Request Document</u>
<i>Capital Construction Operating Costs</i>		
Personal Services (15) Tab - Program/Sub-program	Provides detail on future personal services impact of a requested project	Yes
Request (35) Tab - Program/Sub-program	Provides detail on future total operating impact of a requested project	Yes
Revenue (45) Tab - Program/Sub-program	Provides detail on future non-General Fund revenue impact of a requested project	Yes
Narrative (70-BA) Tab - Program/Sub-program	Explains the reasons for the future impact of a project on operating financing	Yes
Personal Services (15) Tab - All Programs	Summarizes all personal services impact of all projects on operating financing	No
Request (35) Tab - All Programs	Summarizes all operating impact of all projects on operating financing	No
Revenue (45) Tab - All Programs	Summarizes all non-General Fund revenue impact of all requested projects	No

### HOW TO PRINT REPORTS

By choosing the “Reports, Budget Submission Reports” option on the budget request system, a menu will be displayed. Select the report which you are ready to print. You will need to indicate the biennium, agency, and version number. The rest of the print options will allow you to select variables such as agency, program, or sub-program, and major or minor object level as well as a beginning page number for the set of reports you are choosing to print. You may either preview or print when menu selections have been made.

If there are questions regarding the printing of reports, please feel free to contact your budget analyst.

## **ORGANIZATION AND ORDERING OF REPORTS FOR SUBMISSION**

Printed on the last page of this section is a graphical representation of the reports which should be included in your formal budget request submission.

### **Operating Request**

Begin with agency level summary forms, narrative first. Immediately following are the program forms (beginning with narrative). Following each program set are the sub-program forms associated with that program. The sub-program set would include any budget adjustment requests. When the sub-program forms for that program are assembled, the next program begins, followed by the sub-program forms associated with that program, and so on.

You will notice that there are two kinds of Operating Request documents required. The Public Information File copy will include sub-program information displayed only at the major account level, rather than at the minor account level. (Use Report 101-SP-Major.) This will prevent agencies from having to print numerous pages of detail. The information is available on-line if it is needed or requested. The Analyst Information Detail Report, however, does call for sub-program information at the detail level. (Use Report 101-SP-Minor for analyst copies.)

One copy of the Public Information Operating Request File Report is required, along with two copies of the Analyst Information Operating Request Detail Report (three for Higher Education entities).

### **Capital Construction/Building Renewal**

This request is to be separately bound and accompanies an agency's operating budget request. To organize the Capital Construction/Building Renewal request, begin with the reaffirmation information: the 60-R Projects and Financing and the 60-R Narrative. The Agency Summary forms follow: the Forms 60-S, select Request Tab, Financing Tab, and Narrative Tab.

The Building Renewal Request forms are next, with the 309-All, and a 309-Request and 309-Narrative set for each project.

The New Construction and Major Renovations Project Summaries by project are presented next. Provide a Form 60-Request, Form 60-Financing, and Form-60 Narrative for each project. The project forms should be followed by personal service, operating, revenue information and narrative about operating costs associated with each project (the Form 15, Form 35, Form 45, and Form 70-BA tabs on the Capital Construction Operating Costs screen). Repeat the sequence of Form 60 and operating cost forms for each subsequent project.

Six copies of the Capital Construction/Building Renewal Request document are required (seven copies for Higher Education entities).

## **Budget Modifications Report**

The Budget Modifications submission will consist of the following reports: The Calculation of Modifications Amounts, the Budget Modifications Summary-Operations and the Budget Modifications Summary-Aid. These reports are followed by the Operations Modification and Narrative Reports (assembled in priority order, showing the modification with the highest priority for adding back first). Following the operations modifications will be the Aid Modification and Narrative Reports (again assembled in priority order). Information to enter on the Report 200 will be provided by the Legislative Fiscal Office. Agencies will complete the Form. The Budget Modifications Summary reports and the Operations Modification and Aid Modification, along with the narrative reports, will be printed from the Report Menu.

Four copies of the Budget Modifications Report are required (five copies for Higher Education entities).

